

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		IT DIVISIONS (ISD & ITSD)
Section:	06	Title: Information Security
Sub Section:	01	Title: General Policy
Document:	05	Title: Responsibilities

## 1. STANDARD

The policies and procedures of information security and risk management require the active support and participation of individuals from all disciplines and all management levels of ISD and their customers. Roles and responsibilities for both management and staff in support of security policy and procedures will be maintained.

### 1.1. Summary of Standard Changes

### 1.2. Purpose

Provide a 'back-bone' for the maintenance of an active and effective security program.

### 1.3. Scope

Applies to all personnel who are involved with ISD and their products as customers or service providers.

### 1.4. Responsibilities

- 1.4.1. Agency Head - responsible for establishing and maintaining an information security and risk management program within the agency assuring that the agency's assets are protected from the effects of damage, destruction, and unauthorized or accidental modification, access, or disclosure. These responsibilities may be delegated.
- 1.4.2. Information Owner and Steward - ownership responsibility resides with the State. Stewardship responsibilities are assigned by the State to the program management that employs the information processed by an automated system. The State will approve access and formally assign custody of the assets, judge the asset's value, specify data control requirements and convey them to Stewards, Custodians, and users, and ensure compliance with applicable controls.
- 1.4.3. Custodial Responsibility - resides with any person or group who is charged with the physical possession of information assets by agency management. The custodian will implement the controls specified by the owner, provide physical and procedural safeguards for the information resources within the facility, assist owners in evaluating the cost-effectiveness of controls, administer access to the information resources, and to make provisions for timely detection, reporting, and analysis of unauthorized attempts to gain access to information resources.
- 1.4.4. Users - users of information resources have the responsibility to use the resource only for the purposes specified by the State, comply with controls established by the State, and to prevent disclosure of sensitive information.

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1.4.5. Security Administrators - security administrators of both ISD and Agency customers are responsible for the protection of State assets. Specifically they are responsible to enforce security standards and controls defined by the State as the owners of information.

1.4.6. Internal Auditors - will provide analysis of controls to ensure proper levels of security are attained.

## **1.5. Definitions and Abbreviations**

## **1.6. Description of Standard**

## **1.7. Implications**

## **1.8. References**

## **1.9. Attachments**